

Washington Management Service (WMS)

Position Description

Position Title: Director, Community Relations and Equity	Position Number/Object Abbreviation: 71044332	
Incumbent's Name (If filled position):	Agency/Division/Unit: DOH/OS/C4PA	
Address Where Position Is Located: Home based	Work Schedule: Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	Overtime Eligible: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Supervisor's Name and Title: Liz Perez, Director, Center for Public Affairs	Supervisor's Phone:	

Organizational Structure

Summarize the functions of the position's division/unit and how this position fits into the agency structure (**attach an organizational chart**).

The Community Relations and Equity Director reports to the Director of the Center for Public Affairs (C4PA) and is a key agency leader. This position provides agency wide leadership in establishing and strengthening agency level strategic partnerships with key community leaders, academic institutions and community-based organizations and community leaders. This position also provides agency wide leadership, direction and guidance to implement the agency's equity and social justice strategy and establishes effective two-way relationships with key community partners, stakeholders, and organizations that represent or serve populations experiencing systemic inequities, including racism and other forms of oppression. This position leads a diverse team of equity and social justice and community engagement staff who have oversight over critical agency policies, structures and systems, including the cross-agency Equity and Social Justice Collaborative. This position also serves as a consultant to the Secretary of Health, Executive Team and agency leadership on equity and for policy and communication engagement with key non-governmental community partners, with an emphasis on centering community voice and power. Finally, the Director represents the agency on the Governor's Interagency Council on Health Disparities and agency liaison to the newly formed State Office of Equity.

Position Objective

Describe the position's main purpose, include what the position is required to accomplish and major outcomes produced. Summarize the scope of impact, responsibilities, and how the position supports/contributes to the mission of the organization.

The Director contributes to the overall mission of the agency by providing leadership and direction for all high priority agency strategic community partnerships such as those with community based organizations, academic institutions, and communities experiencing health and other systemic inequities with the goals of establishing and strengthening two way communication, striving to reach common ground on key policy and systems issues and championing equity and social justice.

The Director is responsible for serving as the key equity champion and leader for all COVID-19 (particularly vaccine) efforts currently underway within the agency and direct the work of all team members (including managers) both in permanent and project positions.

The Director is responsible for ensuring that relationships and partnerships are established and maintained with community-based/rooted organizations and leaders, with an emphasis on two-way dialogue, collaboration and shared leadership.

The Director is responsible for identifying (or enhancing existing) and implementing methods to promote a two-way dialogue between the Executive Team/agency leadership and community leaders and organizations.

The Director is responsible for understanding and familiarizing themselves with breadth and scope of existing community partnerships and relationships across the agency, particularly with communities disproportionately impacted by health and systemic inequities.



The Director is responsible for engaging agency leadership who have existing partnerships and relationships and providing support, guidance and assistance as needed, including advising on sensitive community relations issues.

The Director is responsible for establishing expectations for agency staff who engage community partners and the public in policy or significant program changes, including directing their team to fully implement the DOH Community Engagement Guide across the agency.

In partnership with HR—Workforce Development and agency leadership team, the Director is responsible for establishing and strengthening relationships and partnerships with academic institutions, including recruiting faculty to work with agency staff, developing joint projects, and providing learning opportunities for students.

The Director (in collaboration with their team) is responsible for providing equity and social justice expertise and consultation to agency leaders, staff and partners and ensuring that agency policies proactively center the voice of community, address power imbalances inherent in government-led initiatives, address health disparities, and do not inadvertently widen health inequities.

The Director (in collaboration with their team) is accountable for assisting the agency in fully adopting and implementing the agency strategic plan transformational area for Equity, Diversity & Inclusion (EDI) and related strategies/activities.

The Director is also accountable for full adoption and implementation of the Secretary's Directive 19-01 which reaffirms DOH's commitment to become a culturally humble, inclusive and diverse agency.

The Director represents the agency on the Governor's Interagency Council on Health Disparities and agency liaison to the newly formed State Office of Equity.

The Director is responsible for representing the agency (including on behalf of the Secretary of Health, C4PA Director or State Health Officer) in key agency events, media briefings, legislative or congressional briefings/meetings, Governor's Office/Governor meetings, and community, LHJ, and other stakeholder forums, meetings or events, particularly focused on equity and social justice efforts, community engagement and internal EDI work.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Functions listed in this section are primary duties and are fundamental to why the position exists. For more guidance, see [Essential Functions Guidance](#).

The Leader:

- Works with the Secretary/Executive Team, C4PA Director, C4PA leadership, C4PA staff and agency staff to create and maintain effective partnerships with community leaders, community-based organizations, and academic institutions.
- Shapes and coordinates the agency's role and relationships with key community leaders and non-governmental organizations.
- Serves as the liaison to the governor's external affairs staff (also known as regional outreach representatives) and the State's racial and ethnic (CAPAA, CHA, CAA), LGBTQ and Women's Commissions.
- Works closely with the Secretary, the C4PA Director and agency staff on strategic community-based partnership issues and priorities.
- Identifies opportunities for innovation and partners that can support that effort.
- Provides guidance and advice on strategic partnership and relationship issues for agency leaders and staff.
- Engages partners and provides guidance and consultation for leaders on equity, community engagement and cultural humility.
- Ensures the necessary resources are in place to support regular and ongoing communication with leaders, staff and partners, including resources necessary for a well-functioning Community Relations & Equity team.
- Serves on the Center for Public Affairs leadership team and may represent the Secretary of Health, State Health Officer, and C4PA Director in various high-level meetings.



- Directs the agency's equity and social justice strategy and ensures that appropriate staffing is assigned to their team to fully support this work.
- Directs the adoption and implementation of the Secretary's Directive 19-01 and the agency strategic plan for the EDI transformational areas within the agency in collaboration with assigned team members.

The Director supervises the all staff members assigned to the Center for Public Affairs Community Relations and Equity office/team, including managers (WMS 2 level).

Accountability – Scope of Control and Influence

Provide examples of the resources and/or policies that are controlled and influenced.

The Director has significant influence and authority in the development of agency-wide strategic community partnerships to align with our strategic initiatives, including the achieving the agency's vision—"equity and optimal health for all". The Director achieves these goals by building and fostering relationships with internal and external partners and the appropriate individuals and organizations. The Director works to influence agency-wide community relations efforts to ensure alignment with agency priorities, the agency's strategic plan, the Governor's priorities and to advance equity and social justice as a core value.

The Director has significant influence and authority in advising the Secretary on health equity, community engagement and relations, and strategic relationship and partnership issues.

By providing the overall direction for strategic relationships, partnerships, and equity and social justice across the agency, this position has significant control and influence on the agency's partnerships and relationships. Particularly, by ensuring such activities align and promote agency goals and priorities and be responsive to the needs and desires of the community, especially those most disproportionately impacted by systemic racism and other forms of oppression.

Describe the scope of accountability.

The Director is accountable to the C4PA Director, the Secretary, and agency-wide leaders due to the advice, influence, and work on all the strategic relationships and partnerships this position is responsible for.

Additionally, given the breadth and scope of work the Center for Public Affairs produces and facilitates, the Director is also accountable to stakeholders, community partners, elected officials, the Governor's office, and the public to communicate accurate and culturally appropriate information, work in a collaborative and transparent manner, and work in the interest of promoting public health and health equity.

The Director provides oversight and management for the Center for Public Affairs Community Relations and Equity staff and work. This includes working with leaders across the agency, legislative staff, and at the governor's office.

The Director provides strategic community partnership and relationship recommendations to the Secretary of Health, Director, Center staff and agency staff on complex and varied agency issues.

Decision making involves issues that arise inside and outside the department. Rapidly changing circumstances in our environment often require decisions to be made independently and immediately, with a direct and indirect impact on equity implications for communities and other sectors.

Describe the potential impact of error or consequence of error (impacts unit, division, agency, state).

The Director's work on strategic relationships and partnerships could result in a negative outcome that could damage the credibility of the Secretary and the agency and also put the agency at risk (particularly if the agency isn't in compliance with federal and state civil rights laws). The Leader must ensure that effective, transparent, and accurate two-way communication is established with key community leaders and stakeholders otherwise the agency's reputation and



integrity may be questioned.

Financial Dimensions

Describe the type and annual amount of all monies that the position directly controls. Identify other revenue sources managed by the position and what type of influence/impact it has over those sources.

Operating budget controlled.

- 0

Other financial influences/impacts.

- 0

Supervisory Responsibilities

Supervisory Position: Yes ☒ No ☐

If **yes**, list total full time equivalents (FTE's) managed and highest position title.

13 FTEs (working number--includes both permanent and COVID-19 project positions) - WMS 2 (3 FTEs)

Decision Making and Policy Impact

Explain the position's policy impact (applying, developing or determining how the agency will implement).

The Director provides strategic relationship and partnership oversight and recommendations for engagement related to policy initiatives, system changes, and other work. The work the Director is involved with impacts each division within the agency, the public, our partners, and stakeholders with short, medium and long-term impacts.

Is the position responsible for making significant recommendations due to expertise or knowledge? If yes, provide examples of the types of recommendations made and to whom.

The Director uses specialized knowledge of strategic partnerships (particularly in the context of the public health system), health equity, equity and social justice, communications, health promotion, and partner and stakeholder engagement to carry out the duties of this position. Recommendations are made to the Secretary, C4PA Director, the executive team, and division leadership. At times, recommendations can also be made directly to the Governor's Office or legislative staff, in coordination with the Secretary of Health and Policy and Legislative Relations Director.

Explain the major decision-making responsibilities this position has full authority to make.

As the agency Community Relations and Equity Director, this position has major decision-making responsibility in a broad range of strategic issues touching each division within the agency, particularly related to key agency priorities and issues related to equity and social justice and community partnerships and engagement.

The Director participates in decision-making on major policy issues impacting the agency, partners and the public from an equity lens and the impact on communities disproportionately impacted by systemic inequities, including racism and other forms of oppression.

Describe whether decisions are of a tactical or strategic nature and how decisions are made. For example, is there known precedent, is it somewhat unfamiliar, or unknown and unexplored?

Policy decisions are of both a strategic and tactical nature. Decision-making is done in a collaborative and transparent manner with agency staff, and when appropriate, stakeholders and partners.

Decisions will be made using the subject matter expertise of the incumbent, particularly equity and social justice/community engagement expertise.

What are the risks or consequences of the recommendations or decisions?



Careful consideration must be made regarding the potential controversy or negative impact on the agency, stakeholders, or the public as a result of any relationship or partner recommendation that is made or executed. Any potential risk to the public and our partners must also be taken into consideration when recommending that the agency refrain from taking action on a pending strategic initiative.

Qualifications – Knowledge, Skills, and Abilities

List the education, experience, licenses, certifications, and competencies.

Required Education, Experience, and Competencies.

Bachelor's degree or higher involving major study in public health, community health, communication, social work, business administration, public administration, or related field. Additional professional experience in community engagement or organizing or advancing equity and social justice may be substituted year for year for education. And at least four years' experience demonstrating knowledge and skill in issues related to directing/leading strategic and culturally responsive community partnership and engagement, equity and social justice, health equity, diversity, inclusion and cultural humility at an organizational level. Additionally:

- Strong leadership and management skills
- Strong collaboration and facilitation skills
- Ability to research, analyze, and develop effective engagement strategies for a variety of audiences.
- Ability to understand and resolve complex partnership and relationship issues.
- Ability to analyze facts and law to formulate decisions.
- Ability to write clearly.
- Ability to effectively communicate public health issues, both orally and in writing, to key community leaders and stakeholders.
- Demonstrated ability to work collaboratively with agency staff and partners.
- Strong skills in addressing health inequities with a lens on centering community voice and power.
- Creative problem-solving skills.
- Ability to effectively manage time and prioritize assignments.
- Demonstrated ability to effectively advance equity and social justice initiatives within a large organization.

Preferred/Desired Education, Experience and Competencies.

Master's degree involving major study in public health, community health, communication, social work, business administration, public administration, or related field. And at least three years' experience demonstrating knowledge of one or more of the following: advancing equity and social justice, community engagement and partnerships, and strategic (including academic) partnerships. Additionally:

- Knowledge of health disparities, health inequities and effective methods to advance equity and social justice within the public health and social determinants of health context.
- Experience working effectively with staff, partners, stakeholders and the public on high priority issues at a division or organizational level.
- Demonstrated ability to lead and organize projects.
- Community partnership experience at the local, state or federal level.
- Familiarity with the programs and functions of the Department of Health and the broader public health system.
- Ability to effectively lead change and identify and implement opportunities for innovation.
- Skills to implement streamlined methods for performing work in the Center and across the agency.
- Ability to build and foster productive relationships with partners, agency staff and the public.
- Ability to communicate effectively and demonstrate high quality verbal, digital and written communication skills.
- Ability to effectively negotiate and address problems with creative and effective solutions.

- Ability to understand the impacts of health disparities and the skills to work to improve health equity.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Working Conditions	
Work Setting, including hazards:	Position will be home based and able to participate in meetings in Olympia, Seattle metro area and other parts of the state
Schedule (i.e., hours and days):	Generally 8 AM - 5 PM Monday through Friday
Travel Requirements:	Able to travel in state and nationally, including overnight
Tools and Equipment:	Ability to use Microsoft products and mobile devices
Customer Relations:	Ability to work with community and organizational leaders from all backgrounds
Other:	
Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date:	Supervisor's Signature (required):
Date: 3/26/21	Appointing Authority's Name and Title: Amber Erdahl, C4PA Deputy Director Signature (required): /s/ Amber Erdahl
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee's Signature:

Position details and related actions taken by Human Resources will be reflected on the Position Evaluation Summary form.